



WISEstaff

Overview



January 2016



This 3 minute video will give you an overview of the WISEstaff process. For each step in the process please either refer to the specific instructions provided by your vendor or the individual DPI videos.

WISEstaff Defined

Staff data collection

- DPI must do a yearly audit of licensed staff members to ensure they have the appropriate licenses. They use a district's WISEstaff data.
- The WISEid is used to identify the staff members whose assignments are being reported.
- Replaces the former 1202 Fall Staff Report.



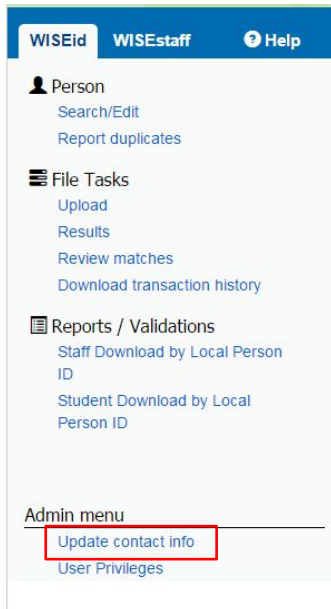
WAMS ID with Access to WISEstaff

- Access to the WISEstaff application
- Use your WAMS ID to log in to Secure Home and click on WISEstaff



In order to complete the steps to submitting WISEstaff data, you must first have access to the WISEstaff application. Use your WAMS ID to log in to Secure Home and click on WISEstaff. If you do not have a WAMS ID, view the video specific to creating a WAMS account.

Update Contact Info



- Update your staff data collection contact information.
- It is important that DPI knows the correct person(s) to contact for your LEA.



It is important that DPI knows who to contact in your LEA for specific information and updates to WISEstaff. Ensure that the contact info for the responsible person in your LEA is correct. For specific instructions on updating contact information, refer to the video on Updating Contact Information for WISEstaff.

Generate WISEids for New Staff

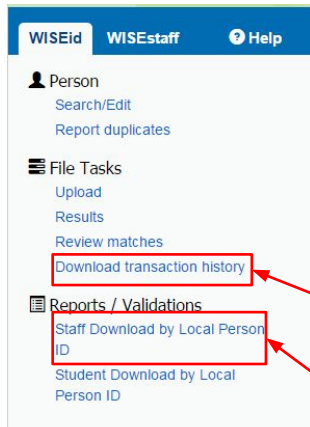
There are two ways to generate WISEids for new staff:

1. Enter data through the application interface one person at a time
2. Enter data through the file upload process



Decide how you will generate WISEids for new staff. You can either enter data through the application interface, one person at a time, or you can enter data via the file upload process.

Export WISEids for All Staff



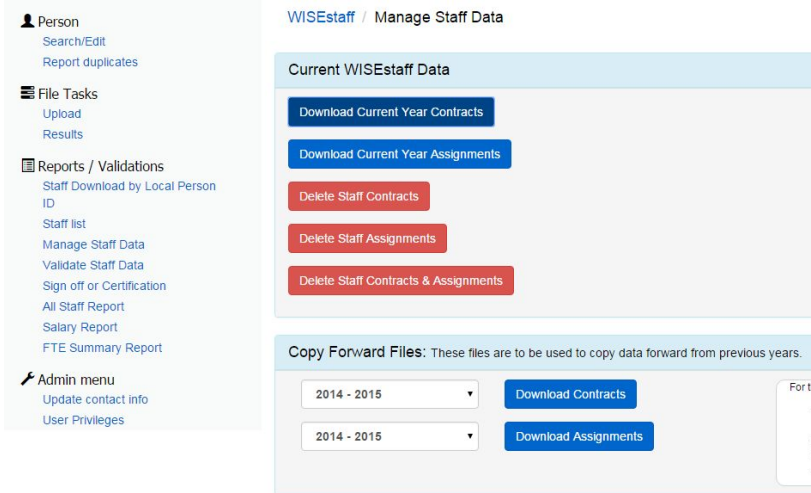
Export WISEids for all your staff from the WISEid system for import into your district system(s), either by:

1. Download Transaction History Processing
2. Staff Download by Local Person ID



Export WISEids for all your staff from the WISEid system for import into your district information systems. You can use either Download Transaction History Processing to enter a date range for viewing the information or you can use the Staff Download by Local Person ID to view all staff who have been assigned WISEids.

Upload Contract and Assignments



Person
Search/Edit
Report duplicates

File Tasks
Upload
Results

Reports / Validations
Staff Download by Local Person ID
Staff list
Manage Staff Data
Validate Staff Data
Sign off or Certification
All Staff Report
Salary Report
FTE Summary Report

Admin menu
Update contact info
User Privileges

WISEstaff / Manage Staff Data

Current WISEstaff Data

Download Current Year Contracts

Download Current Year Assignments

Delete Staff Contracts

Delete Staff Assignments

Delete Staff Contracts & Assignments

Copy Forward Files: These files are to be used to copy data forward from previous years.

2014 - 2015 Download Contracts

2014 - 2015 Download Assignments

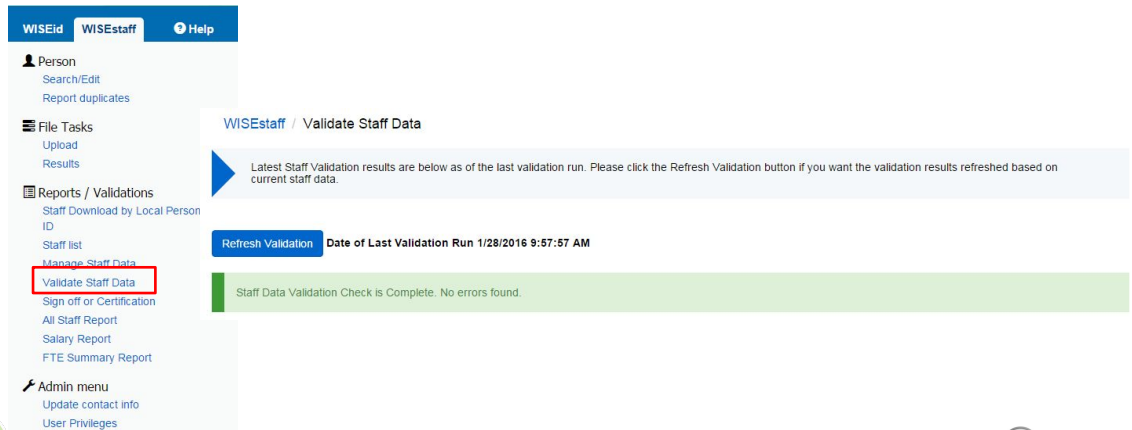
You can copy forward Contracts and Assignments from the previous year or you can upload a new file.



To upload contracts and assignments for your staff, you can copy forward from the previous year or upload a new file. To copy forward, select Manage Staff from the WISEstaff menu. Here you will see the options to download contracts and assignments to copy forward. To upload a file, select Upload from the File Tasks menu. For specific instructions on Copy Forward and Uploading a file, please see the videos for each of those tasks.

Validate and Make Corrections

Complete validation and correction of staff data issues.



The screenshot shows the WISEstaff application interface. At the top, there are tabs for 'WISEid', 'WISEstaff', and 'Help'. A left-hand navigation menu is visible, with the 'Validate Staff Data' option highlighted by a red rectangle. The main content area is titled 'WISEstaff / Validate Staff Data'. It features a blue 'Refresh Validation' button and a 'Date of Last Validation Run 1/28/2016 9:57:57 AM'. Below this, a green message bar states: 'Staff Data Validation Check is Complete. No errors found.'

WISEid WISEstaff Help

Person
Search/Edit
Report duplicates

File Tasks
Upload
Results

Reports / Validations
Staff Download by Local Person
ID
Staff list
Manage Staff Data
Validate Staff Data
Sign off or Certification
All Staff Report
Salary Report
FTE Summary Report

Admin menu
Update contact info
User Privileges

WISEstaff / Validate Staff Data

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Refresh Validation Date of Last Validation Run 1/28/2016 9:57:57 AM

Staff Data Validation Check is Complete. No errors found.

To validate staff data, click on Validate Staff Data under the Reports / Validations menu.

ELO License Status

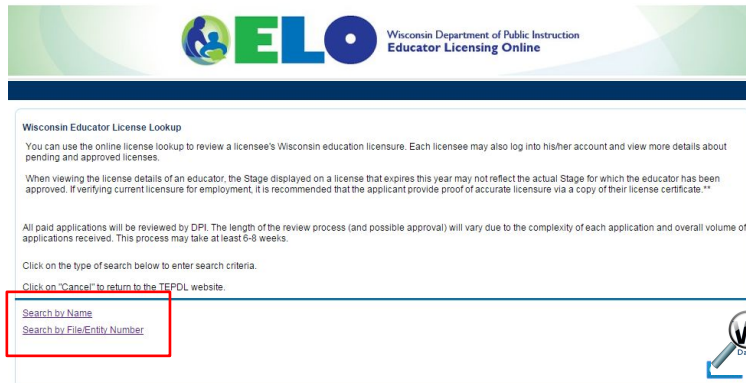
To verify license status, use the Wisconsin Educator License Lookup tool (<http://dpi.wi.gov/tepd/lookup>)

Wisconsin Educator License Lookup Introduction - ELO

You can use the online license lookup to:

- Review a licensee's Wisconsin education licensure information.

[Online License Lookup](#)



Wisconsin Educator License Lookup

You can use the online license lookup to review a licensee's Wisconsin education licensure. Each licensee may also log into his/her account and view more details about pending and approved licenses.

When viewing the license details of an educator, the Stage displayed on a license that expires this year may not reflect the actual Stage for which the educator has been approved. If verifying current licensure for employment, it is recommended that the applicant provide proof of accurate licensure via a copy of their license certificate.**

All paid applications will be reviewed by DPI. The length of the review process (and possible approval) will vary due to the complexity of each application and overall volume of applications received. This process may take at least 6-8 weeks.

Click on the type of search below to enter search criteria.

Click on "Cancel" to return to the TEPDL website.

[Search by Name](#)
[Search by File/Entity Number](#)

To verify license status for any staff member, you can use the Wisconsin Educator License lookup tool at the link on this slide. Click the button to access the lookup tool and then select the link to either search by name or File/Entity Number.

Finalizing Submission of Data

Staff data reporting check off, signing process and data snapshot.

The screenshot displays the WISEstaff web application interface. On the left is a navigation menu with the following items: 'Person' (with sub-links 'Search/Edit' and 'Report duplicates'), 'File Tasks' (with sub-links 'Upload' and 'Results'), 'Reports / Validations' (with sub-links 'Staff Download by Local Person ID', 'Staff list', 'Manage Staff Data', 'Validate Staff Data', 'Sign off or Certification' (highlighted with a red box), 'All Staff Report', 'Salary Report', and 'FTE Summary Report'), and 'Admin menu' (with sub-links 'Update contact info' and 'User Privileges'). The main content area is divided into two sections. The top section, 'District Certifications', contains a text box with a certification statement, a checkbox for 'I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.', and a 'Save' button. The bottom section, 'Audit Review', contains a 'Create Audit Snapshot' area with an 'Agency Ready for Audit Review' button, and a 'Download Audit Review Snapshot' area with a 'Select Snapshot...' dropdown menu and a 'Download' button. The WISEid and WISEstaff logos are at the top left, and the WISEExplore logo is at the bottom right.

To complete the submission of WISEstaff data, the person responsible for the report will sign off or certify that the report is complete. This is done by selecting Sign off or Certification from the Reports/Validation Menu.

After certifying the data, click the button to indicate that the agency or district is ready for audit review. If the WISEstaff data has no error or warning validation messages, DPI will take a snapshot of the data. You can view this snapshot by selecting it from the menu and clicking Download.



Overview



For directions on each of these specific tasks, please refer to the individual videos. Thank you for watching this video.